**Step By Step Proposal Submission Process**

**PI is strictly prohibited from submitting a proposal to any sponsor without the proposal being approved by the Office of Sponsored Projects. Submitting a proposal without Office of Sponsored Projects approval is a violation of Regents’ Manual Policy 7.8, UBPPM Policy 2010, Sections 1, 3 and 4, and UNM Faculty Handbook Policy E60, Sections 2 and 6.**

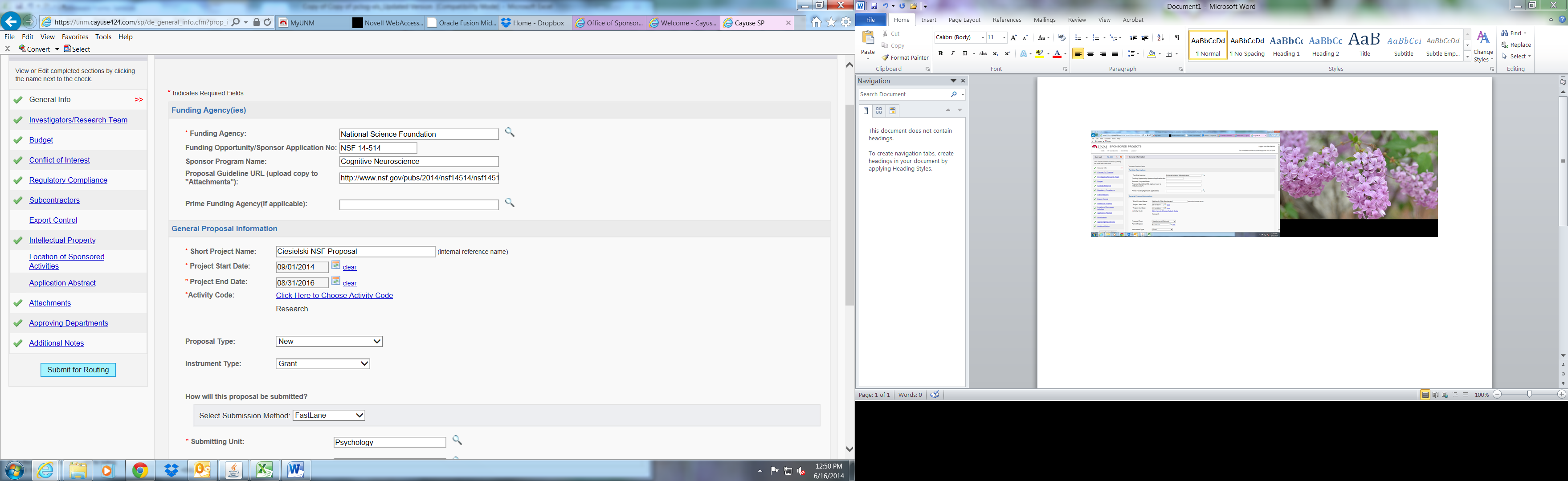
1. Develop research idea and identify funding mechanism using your profile created in the PIVOT system found at <http://pivot.cos.com/funding_main>.
2. As soon as PI is aware of proposal submission (at least 1 month prior to proposal due date), fill out the ECE New Proposal Form
3. If the PI does not already have an account in the Cayuse SP system, fill out a Cayuse SP User Account Request - <http://osp.unm.edu/?q=osp-new-account>.
   1. If submitting to NIH or NSF, please make sure you also request an account for FastLane or eraCommons respectively using the account request form listed above.
4. If the PI and all other project personnel have not completed an Annual FCOI Disclosure for that fiscal year, please do so at the following website: <https://esurvey.unm.edu/opinio/s?s=28602>
5. Once the New Proposal Form has been completed the Grant Coordinator, Shannon Kindilien, will create a new Cayuse SP record. The Cayuse SP system can be accessed at <https://unm.cayuse424.com/696/>.
6. When the Cayuse SP record is created, Shannon Kindilien will send the PI an e mail with the Cayuse SP record number.
   1. Please note, all sections of the Cayuse SP record must have green checkmarks

before the proposal record is considered complete. 

1. Begin filling out the budget using the UNM template.
   1. Shannon Kindilien & the department Accountant should help the PI with budget development.

\*\*PLEASE NOTE: If the grant is coordinated with another department’s proposal submission, for example HSC, please send Shannon Kindilien the ECE portion of the budget so that it can be reviewed for completeness and accuracy.

1. Begin drafting a budget justification using the UNM template.
   1. Shannon Kindilien can help the PI with the budget justification.
2. Upload all required proposal documents into the Attachments section of the Cayuse SP record. Those documents with a star must be provided in final form by the PI. Shannon Kindilien and other department staff are available to assist in development and editing.
   1. **Required Documents:**
      1. Sponsor Solicitation
      2. Budget in Excel Format
      3. Budget Justification
      4. Statement of Work\*
   2. **Required Documents if Applicable:**
      1. Export Control Form\*
      2. Cost Share Form
      3. PI Eligibility Form\*
      4. Letter of Academic Title\*
      5. F&A Waiver or Reduction Request
      6. Policy from Sponsor Stating that They do not Pay F&A
      7. IRB Approval if Received at the Proposal Stage\*
      8. IACUC Approval if Received at the Proposal Stage\*
3. If a subaward is included in the project, make sure a contact name and e-mail address at the subaward institution is listed in the New Proposal form.
   1. If a subaward is involved, the following documents will be needed:
      1. Budget
      2. Budget Justification
      3. Statement of Work\*
      4. Signed Letter of Commitment
      5. Subrecipient Commitment Form
      6. F&A Rate Agreement
4. When all proposal documents have been finalized, uploaded into the Cayuse SP record and all sections of the record have a green checkmark, the PI will need to click the



“Submit for Routing” button in Cayuse SP.

1. When the proposal has been submitted for routing the PI will need to certify the proposal.
2. Once the PI has certified the proposal the department Chair will need to approve the proposal record in Cayuse SP.
3. If any other departments or colleges are included in the proposal, that respective Chair or Dean will need to approve the proposal record in Cayuse SP.
4. Once all necessary approvals have been obtained the proposal record will be sent to the Office of Sponsored Projects Contract and Grant Administrator (CGA) for review. The Electrical & Computer Engineering department’s current CGA is Shannon Denetchiley.
5. If changes are needed, the Office of Sponsored Projects Contract and Grant Administrator will notify both the PI and Shannon Kindilien.
6. Once the proposal is in final form and approved by OSP, the Contract and Grant Administrator will submit it to the sponsor. In rare cases the Office of Sponsored Projects will allow the PI to submit the proposal directly to the sponsor. **That is permitted only on a case by case basis and solely at the discretion of the Office of Sponsored Projects.**